

Privacy Policy

This Privacy Statement for Branch Agency Solutions LLC. ("BAS") details the company's policies with respect to the handling of personally identifiable information ("Information") submitted by the reader of this Privacy Policy or otherwise collected by BAS via the company's website or in the course of providing services to BAS agents or customers. BAS will use and disclose Information only in accordance with the terms of this Privacy Statement.

A. COLLECTION OF INFORMATION

The type of Information submitted to or collected by BAS varies depending upon the nature of the activity and relationship with BAS.

1. **Browsing the Website:** When You browse the BAS' website, BAS may collect information regarding the domain and host from which You access the Internet, the Internet Protocol address of the computer or Internet Service Provider (ISP) You are using, and anonymous site statistical data. This information is collected for the purpose of assessing the effectiveness of the company's website and for security reasons.
2. **Inquiries:** The website contains various documents, links to company e-mail addresses, and fax numbers that you may use to solicit information about the website, BAS services, and the company in general. If or when you complete and submit a payment, send us an e-mail, send us a fax, or contact us by telephone, BAS may store the inquiries and their contents, including any personally identifiable information you may have provided. Any personally identifiable information you submit via an inquiry is collected only with your knowledge and active participation.
3. **Use of Cookies:** Forms on our website may use cookies. Cookies are small files of data that reside on your computer and allow BAS to recognize you as a BAS Customer or a previous visitor of our website. BAS may use cookies to populate frequently used forms or to provide you with other customized viewing options for your convenience. BAS uses cookies solely to maintain personalized services throughout the website.
4. **Confidentiality Obligations:** All transactions entered into between BAS and BAS Customers and other third party service providers contain express provisions governing the confidential treatment of any and all personally identifiable information.
5. **Investigations and Proceedings:** BAS may use Information to conduct internal investigations. BAS may disclose Information to cooperate with an investigation by law enforcement agencies or other governmental authorities and may also disclose Information in response to a subpoena, warrant, court order, or other comparable legal processes.

B. INFORMATION SECURITY

BAS is committed to privacy and security and is compliant with all Industry Data Security Standards as a Level 1 service provider. BAS' security measures include: physical, electronic, and procedural safeguards; sophisticated security monitoring tools; documented security policies; restricting access to personally identifiable information; and, periodic security audits by third party security experts.

C. CORRECTION OF INFORMATION

If you want BAS to correct Your Information that is stored on the BAS systems, please submit your request via email to:

Branch Agency Solutions LLC. Help Desk helpdesk@branchagencysolutions.com or call 855-644-7580.

Subject to our ability to verify your request, BAS will correct the Information within thirty (48) hours of receipt of your request.